

Instructions for Bidders

1. Pursuant to Town Ordinance 2011-02, Sealed Bids will only be accepted from contractors that are licensed to perform commercial demolition, clean-up and grading work in the Town of Upper Marlboro, State of Maryland. Proof of insurance, license type, number and expiration date must be specified.
2. Contractor must review all posted job documentation (drawings and photographs) and verify existing condition, plus, all applicable regulations, prior to submitting the Sealed Bid. Contact Town Hall for access (and questions) at 301-627-6905, Monday – Friday, 9 a.m. to 5 p.m. (except holidays.)
3. The Sealed Bid must include and specify all applicable fees in connection with the disposal of all debris.
4. Any discrepancy or concern shall be brought to the Owner's attention 3 days prior to the official submittal of the Sealed Bid.
5. The Sealed Bid must include work schedule, beginning and ending dates of work, and options in the event that the work cannot be completed by the specified ending date.
6. The Sealed Bid must describe any potential inconveniences for neighbors and other parties involved and methods of mitigation of described inconveniences. Examples of such inconveniences might be: driveway or access obstruction, noise, dust, property encroachment, etc. The mitigation methods could be: mutually agreed upon work schedule, best management practices, limited right of entry agreements, etc.
7. The Owner reserves the right to reject any or all Bids submitted without all requested information.
8. The Owner's intent is to accept the lowest Bid, however, the Owner reserves the right to use discretion to accept or reject any Bid which, in Owner's opinion, is in Owner's best interests.
9. The Owner reserves the right to request references, qualification statements, subcontractor names and qualification, description of machinery and technology intended to use to perform work, etc. prior to entering into the final contract. If provided information does not match Owner's expectation, as per Owner's total discretion, the Owner reserves the right to choose another Bidder or rebid the project.
10. The Sealed Bid shall be submitted no later than 5.00 p.m. on Thursday, June 7th to the Clerk at the Town of Upper Marlboro Town Hall, 14211, School Lane, Upper Marlboro, MD 20772.
11. The submission of a Sealed Bid will represent the Bidder's complete consent with all presented here within the Bidder instructions.
12. Bid opening will be held on Friday, June 8, 2012 at 10:00 a.m. at the Town Hall, 14211 School Lane, Upper Marlboro, MD 20772.
13. Permitting process is complete, except for naming of contractor.
14. Ordinance 2011-02; SECTION 12. Whenever one (1) or more bids, proposals or offers are submitted under the provisions of Ordinance 2011-02, the awarding authority, whether it be the Board of Commissioners, the President or a designee, shall have the right to reject any and all such bids, proposals, or offers. All written contracts may be protected by such bonds, penalties, and conditions as the Town may require.